June 2011

Bluegrass Chapter of IFMA
Lexington, Kentucky

Inside this Issue

IFMA Awards of Excellence

1997 Distinguished Member
1998 Educational Programming
2001 Small Chapter of the Year
2003 IFMA Fellow Award
2005 Newsletter Publishing

BLUEGRASS BLUEPRINT

Program News

Casey Cropper
Program Chair and Vice President
Bluegrass Chapter of IFMA

June Program

WHAT: **4th ANNUAL BLUEGRASS CHAPTER OF IFMA GOLF OUTING**

WHO: **Bluegrass Chapter Members and Friends**

ENTRY FEES:

Team	$360
Hole Sponsor	$150
Team & Hole Sponsor	$425
Single Player	$100

WHEN: **Tuesday, June 14, 2011**
Lunch & Registration: 11:00 a.m.
Shotgun Start: 1:00 p.m.
Format: 18-hole/Scramble

WHERE: **Golf Club of the Bluegrass**
6000 Harrodsburg Road
Nicholasville, KY 40356
(5.5 miles past New Circle Rd.)

REGISTRATION: See attachment for more details.

DEADLINE: **Team registration** accepted until **Friday, June 10**
Hole Sponsorships by end of business on **Tuesday, June 7**

CONTACT: **Mary Martin** 859-621-1563
Casey Cropper 859-509-1281

Message from the President

Mary Martin
President, Bluegrass Chapter of IFMA
HMC Service Company

Summer is here - and HOT it is! WOW - I think spring forgot all about us in Kentucky. I did want to thank **Shelley Bendall** with DEM (Division of Emergency Management) for our May program. We had a great discussion on Disaster Preparedness. Thank you to those people who attended the meeting.

The golf committee has finalized the information for our Golf outing to be held on **June 14th** at **Golf Club of the Bluegrass**. We have been busy preparing to make it a great success. We are still looking for Raffle items. If you have collected anything for the raffle please give **Casey Cropper** or myself a call. We will be happy to pick the items up or call and let us know what you are bringing and bring it to the outing. Thanks for the help. We need everyone's help to make this a success. We look forward to seeing everyone at the outing.

As we head on in to the heat of the summer, we have lined up a site visit for July. We will be touring the new Locust Trace Agri-Science School on Leestown Road. This will be a Net-Zero School for Fayette County. They are very excited about the new School. We will have more information coming up before this site visit. I hope everyone will be able to make the July meeting.

Have a safe summer and stay cool.

Mary

Golf Club of the Bluegrass – 17th Hole

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Looking Back…

Bluegrass Chapter Meeting – May 10, 2011
Casey Cropper

Emergency Preparation

Presented by Shelley Bendall, MPA
Preparedness Coordinator
Lexington-Fayette Urban County Government
Department of Public Safety
Division of Emergency Management/911

Thank you and IFMA again today for letting me talk about preparedness and for lunch and the pullover. I appreciate it!

I am attaching a link here that provides the weather radio county codes for all counties in Kentucky. Look under the heading "SAME #."
http://www.weather.gov/nwr/CntyCov/nwrKY.htm

Also, please refer to the following help sheet for facility emergency plans:

Facility Emergency Plan

You can't always prevent emergencies from happening where you work. However, you can take steps to prepare for potential hazards and reduce their impacts—starting with developing an emergency plan. This checklist will assist you in writing an emergency plan for your facility.

Remember: Your plan should address all potential hazards, including severe weather and man-made emergencies, as you never know what could happen. Also, a plan is no good if it just stays on a bookshelf. That's why it's critical that you review, update, and practice your facility's plan on a regular basis.

A comprehensive and current plan detailing the methods used to prepare for, respond to, and recover from an emergency or disaster aids in the saving of lives, reduction of injuries, and the protection of property. This checklist has been developed to assist you in writing your plan.

Step 1: Analyze your vulnerabilities

Identify the particular hazards likely to impact your facility. This could include chemical and hazardous materials accidents, crime, drought, earthquakes, fire, floods, lightning, power outages, summer weather, terrorism, thunderstorms, tornadoes, winter weather, and workplace violence. Some facilities include medical emergencies as a hazard in their emergency plans.

Looking Back…

Emergency Preparation continued

Step 2: Develop procedures for direction and control in an emergency

1. Identify lines of succession to assure continuous leadership, authority, and responsibility in key positions.
2. Identify the persons (s) having the authority and responsibility to initiate facility-wide warnings, evacuations, or other emergency operations.
3. Identify who is in charge of emergency or disaster operations.
4. Include responses for different times of the day (business vs. after-hours) if this would affect your response or notification procedures.

Step 3: Develop procedures for receiving alerts and warnings

1. Identify the methods used to receive emergency information. Resources include: NOAA weather radio, emergency alert system, outdoor warning sirens, cable television interrupt system, telephone ring down system, and an internal alarm system, radio, and television.
2. List the location of alert and warning receivers or panels.
3. Identify the person(s) or position(s) having the responsibility of monitoring alert and warning devices.
4. Develop a Standard Operating Procedure (SOP) for the reception of a bomb threat.

Step 4: Develop procedures for disseminating alerts and warnings

1. Describe the primary and alternate methods of alerting and warning the occupants of the facility. These methods include: internal alarm system, paging system, telephone, public address system, word of mouth, portable radios, pagers, cell phones.
2. Describe the methods of alerting and warning occupants with special needs such as the hearing impaired or non-English-speaking persons.
3. Develop procedures to notify key personnel of the potential (severe weather watch, flood watch), for an emergency to occur.
4. Develop procedures to alert and warn all occupants of an emergency (severe weather warning, fire, hazardous materials release, work place violence). These are procedures for using the methods identified in #1 of this step.

Step 5: Develop procedures for reporting emergencies

1. List the internal and/or external emergency telephone numbers. (Include prefix if one is needed to access the external telephone system).
2. Identify alternate reporting methods in case the telephone system is inoperable.
3. Develop a list of information items to be used when reporting an emergency. This list includes:
   - SPECIFIC nature of the emergency.
   - Exact location (address, building, floor, area).
   - Best route to scene with cross street.
   - Contact person.
4. Include insurance-mandated reporting requirements in your procedures.

Step 6: Develop in-house response procedures

1. Develop Standard Operating Procedures (SOPs) for use by in-house personnel until emergency responders arrive. It should be stressed that these SOPs are to be used only by properly trained and equipped personnel.

Looking Back…

Emergency Preparation continued

2. Topics of response SOPs should include:

- Application of first aid and /or CPR.
- Maintain a list of personnel showing the levels of training and current certifications in emergency procedures.
- Use of portable fire extinguishers
- Mitigation and/or clean-up of a hazardous materials release, leak, or spill.
- Utilities disconnect.
- Protection of vital records and/or equipment.

Step 7: Develop procedures for personnel protection

1. In Place Protection (Shelter In Place)

- Identify shelters for specific hazards, i.e: HazMat release, severe weather, etc.
- Develop SOPs to prevent contaminated atmosphere from entering shelter areas.
- Develop resources to provide necessities (food, water, waste disposal) during shelter period.

2. Evacuation

- Identify the person(s), position(s), or conditions that initiate evacuation procedures.
- Identify primary and secondary evacuation routes.
- Identify persons with special needs who will require assistance.
- Identify reassembly points.
- Develop SOP for head count of evacuees (accountability).
- Identify equipment, materials or records that must be disconnected, protected or removed.
- Check with local fire station to identify access points.

Step 8: Training

1. Develop, schedule, and conduct in-service training classes on Disaster Preparedness, Response, and Recovery.
2. Exercise emergency procedures.

- Table top or full scale exercise
- Evacuation drills
- Communication and notification tests
- Incorporate EOP training into orientation for new employees

Learn more about emergency planning

The Division of Emergency Management (DEM) can assist in the development of a disaster plan by:

1. Identifying safer areas in your facility to be used as severe weather / shelter in place shelters.
2. Providing emergency preparedness information materials.
3. Conducting emergency preparedness classes and in-services.
4. Reviewing completed disaster plans and helping you practice them.

For more information contact:

The Division of Emergency Management
166 North Martin Luther King Boulevard
Lexington, Kentucky 40507
(859) 258-3784 www.lexingtonky.gov/dem

FM Topics

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Topic of the Month: Mold and Mildew Damage

Wow! We have had such stormy weather in the last few months! April showers have extended into May and have wreaked havoc. Roads have been closed. Some schools have even had to close and buildings have been flooded. The basement at our house got flooded too! It is such a mess to clean up! It is a shame when this happens. I feel so sorry for the many people affected. Flooding is very destructive and clean up is expensive. All this water can contribute to mold too, another major problem. What should be done when resilient floors harbor mold and mildew?

Issues concerning mold and mildew are gaining increased attention from both residential and commercial property owners. If there is a mold issue, that means there is a moisture issue. The problem won't go away on its own. In order to resolve the problem the first task is to identify, evaluate, and remove the source of the moisture. Obvious signs of mold to look for are discolorations of the flooring which will indicate there is mildew in the subfloor, underlayment or the back side of the floor material and/or a strong musty order. If mold or mildew is discovered during the removal and installation of new flooring, all work should be stopped until the situation is corrected. Before the new resilient flooring is installed, be sure the subfloor and underlayment have been allowed to thoroughly dry.

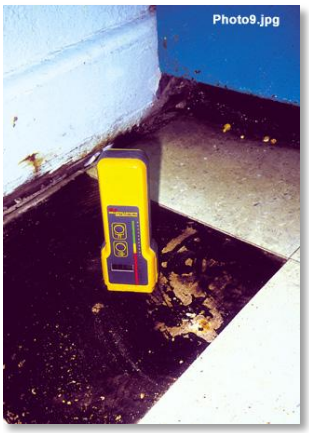
Below are some web links to help you learn more:

- From the RFCI : Recommended Work Practices for Removal of Resilient Floor Coverings
  The Resilient Floor Covering Institute (RFCI) is an industry trade association of leading resilient flooring manufacturers and suppliers of raw materials, additives, and sundry flooring products for the North American market. The institute was established to support the interests of the total resilient floor covering industry – as well as the people and communities that use its products.

- The EPA mold guidelines are contained in two publications:
  "A Brief Guide to Mold, Moisture and Your Home" (EPA 402-K-02-003) and
  "Mold Remediation in Schools and Commercial Buildings" (EPA 402-K-01 –001).
  Appendix B of the "Mold Remediation in Schools and Commercial Buildings" publication describes potential health effects from exposure to mold, such as allergic and asthma reactions and irritation to eyes, skin, nose and throat. These publications can be located on EPA's website at http://www.epa.gov/mold/index.html

The Key to Mold Control is Moisture Control

Molds can be found almost anywhere; they can grow on virtually any organic substance, as long as moisture and oxygen are present. There are molds that can grow on wood, paper, carpet, foods, and insulation. When excessive moisture accumulates in buildings or on building materials, mold growth will often occur, particularly if the moisture problem remains undiscovered or unaddressed. It is impossible to eliminate all mold and mold spores in the indoor environment. However, mold growth can be controlled indoors by controlling moisture indoors.



Moisture meter measuring moisture content of plywood subfloor

FM Tips

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April Showers Harm May Flowers?

Landscapes are living and dynamic; responding to the environment in various ways. This wet spring has set the stage for abiotic and biotic problems to emerge later in the season. Develop a site specific Integrated Pest Management strategy to protect your landscape investment.

For more information, click here, or email us. Of course, you can always call us at (859) 254-0762.

FM Glossary

Mold

AIR HANDLING UNIT (AHU): Equipment that includes a blower or fan, heating and/or cooling coils, and related equipment such as controls, condensate drain pans, and air filters. Does not include ductwork, registers or grilles, or boilers and chillers.

ALLERGEN: A substance, such as mold, that can cause an allergic reaction.

ANTIMICROBIAL: Agent that kills microbial growth (i.e., chemical or substance that kills mold or other organisms). See "Biocide" and "Fungicide."

BIOLOGICAL CONTAMINANTS: 1) Living organisms, such as viruses, bacteria, or mold (fungi), 2) the remains of living organisms, or 3) debris from or pieces of dead organisms. Biological contaminants can be small enough to be inhaled, and may cause many types of health effects including allergic reactions and respiratory disorders.

BIOCIDE: A substance or chemical that kills organisms such as mold.

BUILDING ENVELOPE: Elements of the building, including all external building materials, windows, and walls, that enclose the internal space.

CEILING PLENUM: Space between a suspended ceiling and the floor above that may have mechanical and electrical equipment in it and that is used as part of the air distribution system. The space is usually designed to be under negative pressure.

FUNGI: A separate kingdom comprising living things that are neither animals nor plants. The kingdom Fungi includes molds, yeasts, mushrooms, and puffballs. In this course, the terms fungi and mold are used interchangeably.

FUNGICIDE: A substance or chemical that kills fungi.

HEPA: High efficiency particulate air (filter).

HVAC: Heating, ventilation, and air-conditioning system.

HYPERSENSITIVITY: Great or excessive sensitivity.

HYPERSENSITIVITY PNEUMONITIS: A group of respiratory diseases that cause inflammation of the lung (specifically granulomatous cells). Most forms of hypersensitivity pneumonitis are caused by the inhalation of organic dusts, including molds.

MOLD: A group of organisms that belong to the kingdom Fungi. In this course, the terms fungi and mold are used interchangeably.

mVOC (microbial volatile organic compound): A chemical made by mold that is a gas at room temperature and may have a moldy or musty odor.

MYCOTOXIN: A toxin produced by a mold.

NEGATIVE PRESSURE: A condition that exists when less air is supplied to a space than is exhausted from the space, so the air pressure within that space is less than that in surrounding areas. Under this condition, if an opening exists, air will flow from surrounding areas into the negatively pressurized space.

PLENUM: Air compartment connected to a duct or ducts.

PRESSED WOOD PRODUCTS: A group of materials used in building and furniture construction that are made from wood veneers, particles, or fibers bonded together with an adhesive under heat and pressure.

REMEDIATE: Fix.

SPORE: The means by which molds reproduce. Spores are microscopic. They vary in shape and range from 2 to 100 microns in size. Spores travel in several ways: passively moved by a breeze or water drop, mechanically disturbed (by a person or animal passing by), or actively discharged by the mold (usually under moist conditions or high humidity).

TOXIGENIC: Producing toxic substances.

Benefits of Green Schools

One in five Americans go to school every day – as students, teachers, staff or administrators

School buildings represent the largest construction sector in the United States – $80 billion in 2006-2008. Buildings overall are also responsible for nearly 40% of carbon dioxide emissions in the United States, a major contributor to global warming. By promoting the design and construction of green schools, and by greening the operations and maintenance of existing schools, we can make a tremendous impact on student health, school operational costs, test scores and the environment.

The green school itself also serves as a teaching tool – demonstrating to students, faculty, and parents practical ways that we can turn back the clock on global warming while creating healthier, more efficient, less costly learning environments.

Financial Benefits

- **Reduced Operations and Maintenance Costs**
  - Building green offers dramatic reductions in operations and maintenance costs.
  - The operations and maintenance savings that can be realized in green schools can result in a direct benefit to education and student and teacher satisfaction. If a green school saves $100,000 per year – roughly enough to hire two new teachers, buy 150 new computers, or purchase 5,000 new textbooks.
- **Lower Utility Bills**
  - If all new school construction and school renovations went green starting today, energy savings alone would total $20 billion over the next 10 years. When you factor in water savings, the economic savings are enormous.

Environmental Benefits

- **Conserve Energy and Resources**
  - LEED-certified green buildings are designed and built to use energy and water in a significantly, measurably more efficient way than conventionally designed buildings.

- **Minimize Impact on the Land**
  - LEED buildings also reduce their waste streams during construction, are built to minimize their impact on the land on which they sit and the ecosystems around them, and are built with sustainably produced, recycled and recyclable materials and products.

Student, Teacher and Societal Benefits

- **Better Indoor Environment**
  - Green schools are built and designed with strategies and technologies that aim to improve the quality of indoor air, which could lead to better student health, test scores and faculty retention.

- **More Comfortable**
  - Green schools have better lighting, temperature control and ventilation for better comfort.

FM Events

October 26 – 28 Phoenix, Arizona

IFMA's World Workplace 2011 - The Facility Conference & Expo

Smarter facilities. Smarter facility management.

IFMA's World Workplace Conference & Expo is the largest, most longstanding and well-respected annual conference and exposition for facility management and related professions. Each year offers a new experience, addressing challenges and strategies that are universal to every facility type, shape and size.
A fully customizable experience, attendees can choose sessions under specific topic tracks and learning levels; spend time on the expo floor talking to vendors and attending exhibitor-presented sessions; and take advantage of the many networking and learning activities scheduled throughout the week.

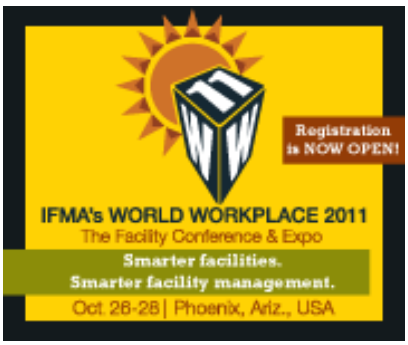
View Program at a Glance »
View All Educational Sessions »

Make sure you're as high-performance as your facility.
Dive into an all-new educational and networking experience this October. Explore sharp, strategic, sustainable facility management at IFMA's World Workplace.

Forward-thinking education.
Raise your FM IQ with sessions geared toward operating and managing intelligent buildings.

Global networking.
Meet other skilled professionals and share notes on matching wits with your facilities.

Smarter solutions.
See the full spectrum of ingenious facility products and services in one place, at one time.



Venue:
Phoenix Convention Center
North Building, 100 N. Third St.
Phoenix, Ariz. 85004

Learn.

Full event attendees have an all-access pass to educational sessions, opening and closing keynote speakers, roundtable discussions and other valuable career-building activities. Sessions are organized by topic track—eleven new subject areas that reflect the latest facility management competencies. Tailor a learning program to address your unique management needs and challenges.

Network.

World Workplace 2010 attracted an estimated 4,900 attendees from 40 countries, more than 2,000 companies and 20 workplace-related industries. Share notes, experiences and lessons learned with educators, topic experts, authors, students, practitioners, exhibitors, sponsors, government representatives and members of partnering organizations.

Explore.

Discuss clever, cost-effective solutions with providers representing hundreds of product and service categories. Discover things you never knew existed, as well as new and better vendors. Attend product demonstrations and informational sessions to help you understand how these tools can help you save money and improve operations.
World Workplace is the annual conference for the International Facility Management Association—the strongest, most well-connected global association for facility management professionals. IFMA is the recognized authority on facility management. Its signature event is backed by 30 years of knowledge, experience and a commitment to quality.